



**United States District Court
Eastern District of New York
Office of the Clerk**
www.nyed.uscourts.gov

Vacancy Announcement - #09-02/PROSEPARA

**Pro Se Paralegal
Central Islip Courthouse - 100 Federal Plaza**

Salary: Up to Level CL 25, step 61 (\$41,895-\$68,153)
Closing date for receipt of resumes: **Monday, February 9, 2009**

Position Summary:

The Pro Se Paralegal provides procedural information and forms to Pro Se litigants seeking to initiate a case and responds to requests for information about cases pending before the court. The incumbent also assists the Pro Se Staff Attorney, and performs other related paralegal duties as assigned.

Duties and Responsibilities:

Processes all prisoner petitions and complaints, including state habeas corpus petitions, motion to vacate sentences, and civil rights complaints; other pro se complaints, such as those dealing with social security and equal employment opportunity. Reviews and records all correspondence relating to such petitions and complaints for the requirements of federal and local procedural rules, forms, payment of fees, and service. Corresponds by telephone, mail, and in person at the Long Island Courthouse with petitioners notifying them of documents that do not conform to the statutes or rules, with instructions for compliance; and supplies litigants with appropriate forms, documents and instructions as required. Responds to questions related to court practices.

Prepares case records and forwards along with filing fees to the Intake Section for processing. Forwards complaints, petitions, and pleadings to the assigned judge or magistrate judge as necessary.

Reviews civil dockets and files for the timely notation of default, and when appropriate, the entry of a clerical default judgment.

Monitors deadlines, prioritizes tasks, and determines need for review by the Pro Se Staff Attorney, or forwards to chambers as appropriate. Prepares necessary documents and forms. Proofreads documents before submission to the staff attorney or chambers. Organizes correspondence related to cases, dockets motions and performs other related actions. Compiles and arranges information and data and prepares required periodic reports regarding court and non-court activities.

Maintains the Clerk's Office's pro se information, storage and filing systems (electronic and paper) for case filings, correspondence, publications, data, forms, and other documents.

Maintains liaison with State Attorney General's staff, prison authorities, and other agencies concerning prisoner complaints and petitions.

Prepares civil judgments for review and signature by the Pro Se Staff Attorney, or the Clerk of Court.

Prepares statistical reports as required.

Assists with the assignment of civil cases to volunteer Civil Pro Bono Panel counsel, and performs related recordkeeping including scanning documents onto the district's Pro Bono website.

Reports to the Pro Se Staff Attorney at the Long Island Courthouse and to the Clerk of Court.

Required Qualifications:

A high school diploma is required; an undergraduate degree is highly preferred. Specialized experience is required, and is used to fix the starting salary level. A minimum of one year of specialized experience is required; three years of specialized clerical and related legal experience is preferred. **The incumbent must possess excellent communication, organizational and interpersonal skills. Efficient, professional, and courteous interaction with the public, co-workers, and all court agency staff and chambers personnel is essential and expected.** The successful candidate must be able to exercise mature judgment and prioritize a large volume of work.

Specialized Experience: Progressively responsible experience requiring the regular and recurring application of case management procedures; the selective use of computer skills; use of specialized terminology; and, demonstrated ability to apply a body of rules, regulations, directives, or laws as might be found in a law, real estate or insurance office or the Clerk's Office of a Federal, State or local court.

Benefit Information:

Employees of the U.S. District Court are not classified under Civil Service, but are entitled to many of the same benefits. These benefits include participation in the retirement system, health and life insurance programs, optional participation in Thrift Savings Plan, optional disability plan, optional long term care program, optional flexible spending accounts, commuter benefits, paid holidays, leave accrual, and periodic salary increases.

Applicant Information:

The Court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. Incomplete applications will not be considered.

Applicants must be U.S. citizens or eligible to work in the United States. Employees must adhere to the Code of Conduct for Judicial Employees. All new employees must satisfactorily serve a one (1) year probationary period.

To receive consideration, qualified applicants should submit their letter of interest and current resume addressed to Vacancy Announcement #09-02/PROSEPARA by **February 9, 2009** via email to: applications@nyed.uscourts.gov.

Applications can also be mailed to:

**U.S. District Court, E.D.N.Y.,
225 Cadman Plaza East,
Brooklyn New York 11201
Attention: Jeffery Howell, Human Resources Manager
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Due to the volume of applications received, the Court will communicate only with those individuals who are invited for a personal interview. The court reserves the right to conduct interviews prior to the closing date for receipt of applications.

This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

The Federal Building is a non-smoking facility.

The U.S. District Court is an Equal Opportunity Employer.